

MEET MANAGER USER GUIDE FOR BCSSA

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1. INTRODUCTION TO MEET MANAGER

What does Meet Manager (MM) do?

- Setup a swim meet, add events, and define sessions;
- Export the meet events to Team Manager;
- Import swimmer meet entries from Team Manager;
- Seed and run a meet, send and receive electronic timing system data;
- Generate meet results and export them to Team Manager; and
- Track meet records.

What does Team Manager (TM) do?

- Register swimmers in your club;
- Enter swimmers in swim meets;
- Track best times for swimmers;
- Track results from all swim meets; and
- Track club records.

Note: You are able to setup a swim meet in TM but you cannot export the meet events to other clubs or to Meet Manager. You must use MM to setup a swim meet if you want to export meet entries to TM.

MM operates differently from ASST in that MM is not used to enter swimmers into swim meet events and MM does not track the best times for swimmers. The meet entry and tracking of best times is done by TM.

2. HOW TO GET SUPPORT FOR MEET MANAGER

- First, read the help and custom help in MM;
- Second, download and read the User Guides from Hy-Tek at www.hy-tek.com/downloads.html;
- Third, contact your regional Meet Manager focal point;
- Fourth, contact the Hy-Tek focal point Michael Girard by e-mail at migir@uniserve.com or by phone at (604) 272-4961;
- Finally, contact Hy-Tek Tech Support directly by phone or e-mail; see your MM help file for contact information.

3. INSTALLING MEET MANAGER 2.0

- Read the instructions in the Getting Started Guide provided with MM;
- Put in the CD, follow the automatic installation prompts; and
- Installation is easy.

4. UPDATING MEET MANAGER 2.0

- Make sure that you have a high-speed connection to the internet;

- Then click on “*Check for Updates*” and follow the instructions;
- Updates can also be distributed on media and installed by clicking on “*File*” then “*Install Update*”;
- Great ongoing product support and development from Hy-Tek.

5. DISPLAY VERSION & LICENSE OPTIONS

- To view what options have been installed with MM select “*Help*” then “*About*”;
- Your copy of Meet Manager has been provided with three License Options but not the Pro Network, Timing Console or the Scoreboard options.
- You may order these additional options at your club’s own expense by contacting Hy-Tek sales directly.

MEET MANAGER

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Version 2.0Dh

Revision Date : 16 Apr 2006

This Product licensed for exclusive use by :

Kigoos Richmond Summer SC

License Options

<input checked="" type="checkbox"/> Ribbon Award Labels <input checked="" type="checkbox"/> Mailing Labels <input checked="" type="checkbox"/> Entry/Deck Cards/Labels	<input checked="" type="checkbox"/> Timing Console Interface <input type="checkbox"/> Alpha Scoreboard Interface <input checked="" type="checkbox"/> Pro Network/Internet
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Close

6. INSTALLING A CUSTOM BACKGROUND PICTURE

- First scan a high quality photograph or convert a digital photo into a bitmap type file and put it into the *c:\SwMM2* subdirectory.
- Next click on “*Setup*” then “*Options*” and then the “*Import Picture*” tab and then the “*Select Picture*” button. Choose your bitmap picture and click on “*Open*”.

7. SETTING UP A BCSSA MEET IN MEET MANAGER 2.0

- Click on “*Set-up*” then “*Meet Set-up*” and you will see the following:

Meet Set-up			
Meet Name : <input type="text" value="Richmond Kigoos Icebreaker"/>		Meet Type	
Location : <input type="text" value="Richmond"/>		<input type="radio"/> Standard	
Start Date : <input type="text" value="3/6/2006"/> End Date : <input type="text" value="4/6/2006"/>		- Divisions -	
Age-Up Date : <input type="text" value="1/5/2006"/> Altitude in Feet : <input type="text"/>		<input checked="" type="radio"/> By Event	
		<input type="radio"/> By Team	
		<input type="radio"/> By Entry	
		<input type="radio"/> Flighted	
		<input type="radio"/> Time Standards	
ID Format		Class	
<input type="radio"/> USS - United States Swimming		<input checked="" type="radio"/> Age Group	
<input type="radio"/> NZSF - New Zealand Swimming		<input type="radio"/> Senior / Open	
<input type="radio"/> SSA - Swimming South Africa		<input type="radio"/> High School	
<input type="radio"/> AUS - Australian Swimming		<input type="radio"/> College	
<input type="radio"/> UK - United Kingdom ASA		<input type="radio"/> YMCA	
<input checked="" type="radio"/> BCSSA - Canadian League		<input type="radio"/> Masters	
<input type="radio"/> Other		<input type="radio"/> Disabled	
Base Country <input type="text" value="CAN"/>		DQ Codes	
		<input checked="" type="radio"/> Hy-Tek DQ Codes	
		<input type="radio"/> FINA DQ Codes	
Default Touch Pads at both ends : <input type="checkbox"/>		Meet Style	
		<input checked="" type="radio"/> Standard	
		<input type="radio"/> 2 Team Dual	
		<input type="radio"/> 3+ Team Dbl Dual	
		Course	
		<input type="radio"/> LC Meters	
		<input checked="" type="radio"/> SC Meters	
		<input type="radio"/> Yards	
<input type="button" value="Age-Up Athletes"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Re-Convert Entries"/>			

- You must select the ID Format as BCSSA and the Meet Type will forced to Divisions by Event. Under Course select SC Meters, under Class select Age Group and under Meet Style select Standard.
- NOTE: The BCSSA implementation of Meet Manager does not allow for the selection of any Meet Type other than Divisions by Event. We are not able to run the Time Standards meet type but there is an alternative method described below.

- If you want to setup an A/B type meet in which A and B time swimmers compete together in the same swim meet, you must have separate events for A and B swimmers. For Divisions 1 to 4 the separate A and B events are defined as illustrated below:

Evt #	Report	P/S/F	Event Name	Order
101B	H	F	Girls Div 1 100 Freestyle B Event	1
102A	H	F	Girls Div 1 100 Freestyle A Event	2
103B	H	F	Boys Div 1 100 Freestyle B Event	3
104A	H	F	Boys Div 1 100 Freestyle A Event	4
105B	H	F	Girls Div 2 100 Freestyle B Event	5
106A	H	F	Girls Div 2 100 Freestyle A Event	6
107B	H	F	Boys Div 2 100 Freestyle B Event	7
108A	H	F	Boys Div 2 100 Freestyle A Event	8
109B	H	F	Girls Div 3 100 Freestyle B Event	9
110A	H	F	Girls Div 3 100 Freestyle A Event	10
111B	H	F	Boys Div 3 100 Freestyle B Event	11
112A	H	F	Boys Div 3 100 Freestyle A Event	12
113	H	F	Girls "O" Cat 1 100 Freestyle	13
114	H	F	Boys "O" Cat 1 100 Freestyle	14
115B	H	F	Girls Div 4 100 Freestyle B EVENT	15
116A	H	F	Girls Div 4 100 Freestyle A EVENT	16
117B	H	F	Boys Div 4 100 Freestyle B EVENT	17
118A	H	F	Boys Div 4 100 Freestyle A EVENT	18
119	H	F	Girls Div 5 100 Freestyle	19
120	H	F	Boys Div 5 100 Freestyle	20
121	H	F	Girls Div 6 100 Freestyle	21
122	H	F	Boys Div 6 100 Freestyle	22
123	H	F	Girls "O" Cat 2 100 Freestyle	23
124	H	F	Boys "O" Cat 2 100 Freestyle	24
125	H	F	Girls Div 7 100 Freestyle	25
126	H	F	Boys Div 7 100 Freestyle	26
127	H	F	Girls Div 8 Click any number in the order num	
128	H	F	Boys Div 8 100 Freestyle	28

- Notice that the two Division 1 girl's events (101B and 102A) run sequentially before the two Division 1 boy's events (103B and 104A). By ordering the events in this way, the A and B swimmers are marshaled and compete together as if they were in the same event.
- It is very important that the A and B swimmers be correctly entered into the appropriate A or B event. If entered into an A time event, a swimmer will be scored in that event. The A and B events are scored separately and a slow A swimmer will not score points in the B event.
- The A and B letter designation appended to the event number clearly defines the respective A and B events for both Meet Manager and Team Manager. Note that the Division 5 to 8 and "O" Cat events do not have A and B events and their event

- numbers have no letters appended.
- NOTE: Meet Manager does not distinguish between A and B swimmers regardless of their entry times or results. It is up to the coaches and meet-entry persons to properly select the appropriate A or B event for the swimmer and they will be scored in the event in which they were entered.

8. HOW TO BUILD A SWIM MEET

- You **MUST** use Meet Manager not Team Manager to create your swim meet if you wish to export the swim meet events into TM so that other clubs can enter swimmers in your meet.
- Click on “*File*” then “*Open/New*” and enter the name of your meet.
- You may also open an existing meet and then use the “*Save As*” option in order to copy the events into another meet.
- For example, you could save last years meet under a new name in order to use it again for this years meet and then use the “*Purge*” option to empty the data from the meet in order to reuse it.
- After you complete the Meet Set-up information screen for a new meet, the next step is to enter the events for the meet.
- But before entering the events, take a few minutes to plan how you will allocate your events numbers in order to make it easier to define your sessions later on.
- Breaking your meet into sessions will assist in handling the events and results as well as in downloading the events into your electronic timing system.
- A suggested strategy is to use 3 digit event numbers starting with event 101, 201 etc. in order to help identify various days or sessions of a meet. For example, the BCSSA Provincials use the first digit of the event number to identify the day of the meet. The meet is divided into 3 sessions for each of the 3 days for a total of 9 sessions as shown below in order to facilitate using two pools for prelims.

	Day	Start Time	Session #	Interval	Bk Interval	Course	Title for Session
►	1	08:00 AM	1	15	15	S	Friday Prelims - Div 1 to 4
	1	08:00 AM	2	15	15	S	Friday Prelims - Div 5 to 8
	1	02:00 PM	3	15	15	S	Friday Finals
	2	08:00 AM	4	15	15	S	Saturday Prelims - Div 1 to 4
	2	08:00 AM	5	15	15	S	Saturday Prelims - Div 5 to 8
	2	02:00 PM	6	15	15	S	Saturday Finals
	3	08:00 AM	7	15	15	S	Sunday Prelims - Div 1 to 4
	3	08:00 AM	8	15	15	S	Sunday Prelims - Div 5 to 8
	3	02:00 PM	9	15	15	S	Sunday Finals

- In setting up a two day A/B meet like the Kigoos Icebreaker meet, it was necessary to use four series of events number, 101, 201, 301 and 401 in order to accommodate the large number of event numbers required by the separate A and B events. However, this worked out well for defining the four sessions as follows:

	Day	Start Time	Session #	Interval	Bk Interval	Course	Title for Session
►	1	08:15 AM	1	15	15	S	Saturday Morning
	1	01:00 PM	2	15	15	S	Saturday Afternoon
	2	08:15 AM	3	15	15	S	Sunday Morning
	2	01:00 PM	4	15	15	S	Sunday Afternoon

9. ENTERING EVENTS

- Click on “Events” then “Add” and use the “Add New Event” screen to enter the events.

Add New Event

Event #: 101

Individual / Relay

☒ Individual
☐ Relay

Gender

☒ Alt Gender
☒ Girls ☐ Boys
☐ Women ☐ Men
☐ Mixed

Division

S1 Div 1
☐ Suppress Distance

Age Group

☐ 6 and Under
☐ 8 and Under
☐ 10 and Under
☐ 15 and Over
☒ Open/Senior
☐ 7 - 8
☐ 9 - 10
☐ 11 - 12
☐ 13 - 14
☐ 15 - 16
☐ 15 - 18
☐ 17 - 18
☐ Custom [] to []

Distance

☐ 25 ☐ 3K
☒ 50 ☐ 5K
☐ 100 ☐ 10K
☐ 200 ☐ 25K
☐ 400
☐ 500
☐ 800
☐ 1000 or 1K
☐ 1500
☐ 1650
☐ None
☐ Custom []

Stroke

☒ Freestyle
☐ Backstroke
☐ Breaststroke
☐ Butterfly
☐ Medley
☐ 1 mtr Diving # Dives []
☐ 3 mtr Diving []
☐ Platform Diving
Note : []
☐ Suppress Stroke Name

Rounds

☒ Timed Finals
☐ Prelims/Finals
☐ Prelims/Semis/Finals
Heats in Semis: 0

Round 1 - Prelims or Timed Finals

Number of Lanes (1-10): 8
[8] Lanes for Best [1] Heats ☐

Assign Lanes

☒ Standard
☐ Un-Seeded
☐ 2 per Lane
☐ 2 per Choice

Heat Order

☒ Slow to Fast
☐ Fast to Slow

Timed Finals

☐ Score as A - Final, B - Final Style
of Heats to Score (1-6): 1
☐ Multi-age Super Seed

☐ Multi-Age Group ☐

☒ Score Event
☐ Manual Seed
Entry Fee : 0.00

Event Type

☒ Standard
☐ Time Trial Event
☐ Swim-Off Event
☐ Multi-Disability
☐ Open Water
☐ Pads at both ends

Round 2 or Round 3 - Finals

Number of Lanes (1-10): 8
Heats in Finals (1-6): 1

☐ # Lanes Vary []
☐ A - Final, B - Final Style
☐ Score Prelims as Extended Final

Finals Heat Order

☒ Slow to Fast
☐ Fast to Slow
☐ Custom []

OK Cancel

- NOTE: Only one Division can be assigned to each event. The Multi-Age Group check box is disabled and the age range for each event is disabled since the BCSSA Division determines the eligibility of each swimmer for the event.
- Adding events to build a non A/B type meet can be done very quickly with the Alt Gender function checked. You simply manually increment the Division and Meet Manager automatically increments the event number and alternates between the genders.

- Adding events to build an A/B type meet requires greater time and effort because you have to manually add the letter to the event number and cannot utilize the Alt Gender function. Use of the “Note:” field located under the Stroke selection list is recommended to help clearly distinguish A and B events as shown below:

Event Edit - Girls Div 1 100 Freestyle B Event

Event # : 101B

Individual / Relay

- ☒ Individual
- ☐ Relay

Gender

- ☒ Alt Gender
- ☒ Girls ☐ Boys
- ☐ Women ☐ Men
- ☐ Mixed

Division

S1 Div 1

☐ Suppress Distance

Age Group

- ☐ 6 and Under
- ☐ 8 and Under
- ☐ 10 and Under
- ☐ 15 and Over
- ☒ Open/Senior
- ☐ 7 - 8
- ☐ 9 - 10
- ☐ 11 - 12
- ☐ 13 - 14
- ☐ 15 - 16
- ☐ 15 - 18
- ☐ 17 - 18
- ☐ Custom [] to []

Distance

- ☐ 25 ☐ 3K
- ☐ 50 ☐ 5K
- ☒ 100 ☐ 10K
- ☐ 200 ☐ 25K
- ☐ 400
- ☐ 500
- ☐ 800
- ☐ 1000 or 1K
- ☐ 1500
- ☐ 1650
- ☐ None
- ☐ Custom []

Stroke

- ☒ Freestyle
- ☐ Backstroke
- ☐ Breaststroke
- ☐ Butterfly
- ☐ Medley
- ☐ 1 mtr Diving # Dives []
- ☐ 3 mtr Diving []
- ☐ Platform Diving

Note : B Event

☐ Suppress Stroke Name

Rounds

- ☒ Timed Finals
- ☐ Prelims/Finals
- ☐ Prelims/Semis/Finals
- # Heats in Semis: [0]

Round 1 - Prelims or Timed Finals

Number of Lanes (1-10) : [6]

[6] Lanes for Best [1] Heats ☐

Assign Lanes

- ☒ Standard
- ☐ Un-Seeded
- ☐ 2 per Lane
- ☐ 2 per Choice

Heat Order

- ☒ Slow to Fast
- ☐ Fast to Slow

Timed Finals

- ☐ Score as A - Final, B - Final Style
- # of Heats to Score (1-6) : [1]
- ☐ Multi-age Super Seed

☐ Multi-Age Group

☒ Score Event

☐ Manual Seed

Entry Fee : [6.00]

Event Type

- ☒ Standard
- ☐ Time Trial Event
- ☐ Swim-Off Event
- ☐ Multi-Disability
- ☐ Open Water

☐ Pads at both ends

Round 2 or Round 3 - Finals

Number of Lanes (1-10) : [8]

Heats in Finals (1-6) : [1]

- ☐ # Lanes Vary []
- ☐ A - Final, B - Final Style
- ☐ Score Prelims as Extended Final

Finals Heat Order

- ☒ Slow to Fast
- ☐ Fast to Slow
- ☐ Custom []

OK Cancel

- The selection between a Timed Finals and Prelims/Finals event is made in the Rounds selection box located underneath the Stroke selection list. You define the number of Rounds for each event individually and are therefore able to create an A/B meet format in which the B events are Timed Finals but the A events are multi rounds and are swum as Prelims and Finals.
- You are also able to customize how each of the Rounds is swum in terms of seeding and heat order.
- The entry fee can also be entered and will be carried forward as you enter further events. However, if you prefer you can simply enter or change meet

fees through a global change function found under “*Set-up*” then “*Options*” and then under the “*Global*” tab select the global change you wish to make.

10. CREATING SESSIONS

- A Session is a schedule of events and rounds that are swum in a specified order. For example, you might have a Day 1 Morning Session in which all the Prelims are swum and then an afternoon Session in which the Finals are swum.
- Although setting up Sessions is NOT REQUIRED by MEET MANAGER, the advantage in setting up Sessions is that when you go to print reports, seed, or run the meet you can do it by Sessions rather than the whole meet. Another advantage in setting up Sessions is that you can time-line your sessions and your entire meet.
- After you have entered all your events, if you wish to setup Sessions, click on “*Events*”, click on “*Sessions*”, and then click on “*Add*” to show the screen and fill out the information.
- After you click “*OK*” to add a new Session, MM will display all of the events that you previously set up on the left side of the Session screen. You can click and drag an event to the right panel to include in the new Session or just position the cursor on an event and double click it to move it into the new Session.
- Click on the Move button on the left hand panel to move all events into a session with one click. This can also be used to move all remaining events into the last session.

11. TIME STANDARDS

- You may choose to import time standards files to use in reports.
- Click on “*Standards*” and then “*Import Standards*”.
- A BCSSA 2006 PQT file will be available on the BCSSA website and can be imported for use in both TM and MM.
- Regional “*A*” and “*B*” and “*C*” times will have to be created for each region and then can be imported by each club in that region.

12. MEET RECORDS

- You may also wish to enter meet records into your swim meet in order to have them displayed and tracked while you run the meet.
- Click on “*Events*” and then “*Records*” and then edit the Tag to read Meet Record and the record entry screen will be shown:

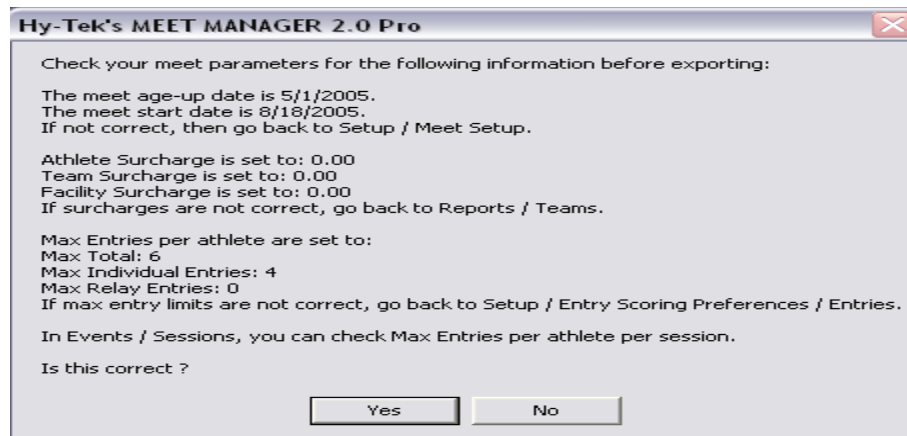
Short Course Meters								
Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder
101	Girls Div 1 100 IM	<input type="checkbox"/>	Provincial	1:28.67	1998			Thompson, Rheagapen
102	Boys Div 1 100 IM	<input type="checkbox"/>	Provincial	1:26.39	2003			Wootton, Brendan
103	Girls Div 2 100 IM	<input type="checkbox"/>	Provincial					
104	Boys Div 2 100 IM	<input type="checkbox"/>	Provincial					
105	Girls Div 3 100 IM	<input type="checkbox"/>	Provincial					
106	Boys Div 3 100 IM	<input type="checkbox"/>	Provincial					
107	Girls "O" Cat 1 100 IM	<input type="checkbox"/>	Provincial					
108	Boys "O" Cat 1 100 IM	<input type="checkbox"/>	Provincial					

13. BACKING UP YOUR SWIM MEET

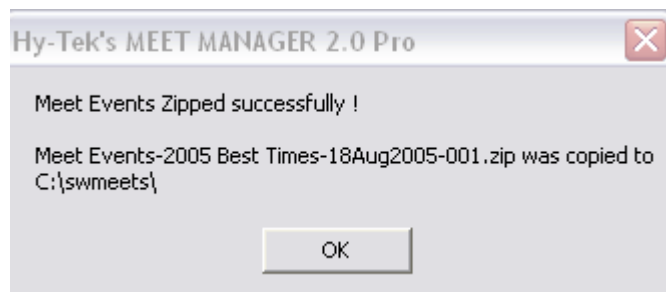
- After you have completed setting up your swim meet and at various points during the running of a swim meet, doing a backup of your data is a wise precaution.
- Backing up a database means taking the currently opened swim meet database file, zipping it so that the size of the file is reduced six fold or so, and then copying it to a diskette, CD, or your hard drive.
- Backing up your database is extremely important because it protects you from the loss of your data from accidents or from the malfunction of your computer.
- Backing up your data to a location other than to just the hard drive of your computer is preferable. If your hard disk goes bad, the only way you can recover your database is from a copy of it made to some external storage media such as a diskette or CD.
- When a Database backup is produced, Meet Manager offers a “No Edit” option to prevent the meet results contained in that database from being subsequently edited if this “No Edit” backup is restored.
- It's easy to backup your database and it only takes a minute or less. Just click on “File” then “Backup” from the Main Menu Bar and follow the prompts.

14. EXPORTING SWIM MEET EVENTS TO TEAM MANAGER

- After you have completed setting up your swim meet you will need to send the event list to other clubs in order to get swimmers entered into the meet.
- Click on “File” then “Export” and then “Events for TM” and you will see the following dialogue box:



- Click on “Yes” and “OK” and then “OK” again to arrive at the following screen:



- You have created Meet Events file that can be sent either by email or by copying to a diskette or CD to the clubs participating in your meet.
- NOTE: other than for deck entries, entering swimmers into the events in your meet is done using Team Manager.
- The importing of the meet events and entering swimmers using Team Manager is covered in the BCSSA Team Manager User Guide.

15. IMPORTING MEET ENTRIES

- Meet Entry files consist of Individual and Relay entries for one particular meet which are generated by Team Manager or by Meet Manager itself in the case of Advancers from a Regional Championship to the Provincial Championship.
- They can be provided on diskette or e-mailed over the Internet.
- To import meet entries click on “File” then “Import” and then “Entries”. Meet Manager will ask you to specify where the meet entry file resides, either on a diskette or in a folder on your hard drive and will then display .HY3 file types.
- These files are entries from Team Manager or Advancers from a Meet Manager database.
- After you have imported all of the meet entries from all of the clubs

participating in you meet you can view the athletes entered by clicking on “*Athletes*” from the Main Menu Bar. You are then able to generate reports concerning the athletes entered.

16. SEEDING ATHLETES INTO HEATS

- After you have imported all the meet entries, you are then ready to begin seeding the meet.
- Click on “*Seeding*” from the Main Menu Bar and you will then be asked to select which events to seed from an Event List.
- If you have defined sessions, you will be shown a Session List and will have the option of seeding individual sessions or all of the sessions at once.
- After selecting the events to be seeded, click on “*Start Seeding*”, this will cause Meet Manager to seed each of the selected yellowed events one after the other with no interruption unless you have checked the “*Preview each Event*” check box or the “*Prompt if a Re-Seed*” check box.
- After your selections have been seeded, you can manually “tweak” or adjust the lane assignments by clicking on the Preview icon and clicking and dragging Athletes or Relays from one heat/lane to another. When you subsequently print the Heat Sheet for that event, your changes will be reflected.
- If you check the Manual check box for any event, that event cannot be seeded or re-seeded by the computer. This is useful when you have seeded, but do not want anyone to mistakenly re-seed an event.

17. PRINTING PROGRAMS AND DECK CARDS

- From the Main Menu Bar, click on “*Labels*” then “*Entry Cards/Labels*” to display the Entry Cards/Labels screen.
- Entry Cards and Labels reflect a specific entry for the meet - an Athlete or Relay and his/her entry time for a particular event.
- An Entry Label is a 3 step process - print the label, then stick the label on something (usually a blank card), and then hand them out to the Athletes and Relays.
- An Entry Card is a 2 step process - print the cards and hand them out.
- Meet Manager has many options available for printing Entry Cards and Labels on all types of printers and blank paper or pre-printed forms.

18. DECK ENTRIES

- After a meet has been seeded and the program and deck cards printed you are still able to “Deck Enter” athletes into a swim meet.
- Click on “*Athletes*” then “*Add*” to get the Add New Athlete screen which will allow you to enter a swimmer by providing their name, gender, date of birth, “S” or “O” status, BCSSA ID#, and club.

Add New Athlete

Contact Teams

Last Name : Girard First Name : Ashley MI : K

Pref Name : Birth Date : 03/06/1995 Category (O/S) : S Div: S3

Reg ID# : FSRIC02123 Team : RIC-FS Richmond Kigoos Swim Club

Gender (M/F) : M ☐ Retain Gender Class Year : Status : Normal

Citizen of : Competitor # : 30

2nd Club : City : State :

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
		106	Boys Div 3 100 IM
		126	Boys Div 3 50 Freestyle
		206	Boys Div 3 50 Butterfly
		226	Boys Div 3 50 Backstroke
		316	Boys Div 3 50 Breaststroke
		336	Boys Div 3 100 Freestyle

- As shown above Meet Manager will automatically calculate the swimmer's Division and display the eligible events for that swimmer in the right pane.
- By clicking on the eligible events you will be able to enter the swimmer into those events and provide an entry time. The Entries for that swimmer will then be shown in the left pane.

19. DECK SEEDING

- If you choose to deck enter swimmers on the day of your meet, after you enter them into their events you will have to manually seed them into heats.
- Meet Manager provides five ways to manually Deck Seed an Entry. Only one method will be covered in this guide and the rest can be found under the MM help index topic Deck Seed An Entry.
- The easiest way to Deck Seed an entry appears to be from the Seeding Menu.
- At the Main Menu Bar click on "Seeding" then pick an Event then click on "Preview". Then click on the "Show Eligible Athletes" button and MM will display all of the eligible Athletes or Relays for that event.
- Eligible athletes who have NOT been seeded will be highlighted in white for easy identification.
- Click on an athlete you wish to Deck Seed and "drag" that Entry and drop it into the appropriate empty lane. Continue as required to fill up the heat and then click on "Add Heat" to add another heat if necessary.

20. SCRATCHES

- Meet Manager provides four ways to Scratch an Athlete or Relay from an event but again, only one method will be reviewed in this guide.
- The easiest way appears to be from the "Athlete" screen, but if you choose

this method, you are limited to scratching entries from the first round - that is Prelims in a multi-round event or Finals for a Timed Final event.

- Click on “*Athletes*” then select the Athlete to scratch. Now click on the SCR box under the Entries column in the appropriate row for the event. Or, click on the Scratch All button on the Athletes Tool Bar to scratch the swimmer from all events that have not been swum. If you have selected a particular Session from the Session Menu selection at the top of the Athlete Browser, MM will only scratch events from that one Session.
- To scratch a relay, click on “*Relays*” then select the Relay Event and then the Relay Team Entry to scratch. Now click on the SCR box under the Entries column in the appropriate row.
- Athletes and Relays can also be scratched at later points during the running of the meet, consult the MM help guide for details.

21. CONFIGURING ELECTRONIC TIMING EQUIPMENT

- NOTE: unless you have the purchased Timing Console Interface license option from Hy-Tek for your copy of Meet Manager you will be forced to use stop watch timing and manually enter the results.
- If you have purchased the Timing Console Interface option you must configure your timing equipment by clicking “*Setup*” then “*Timing Console INTERFACE*” and then selecting your timing equipment from the Timing Vendor list.
- The configuration and use of specific timing equipment is beyond the scope of this user guide.
- In Meet Manager version 2.0Dh, additional support for Omega Ares 21 timing equipment has been provided. Meet Manager will automatically remove any letter appended to the three digit event number prior to sending the events list to the Ares timing software.

22. RUNNING THE MEET

- To run the meet simply click on “*Run*” from the Main Menu Bar to enter the Run the Meet screen. At the top of the Run the Meet Menu, you will find a Menu Bar which allows you to go to other menus such as the Athletes Menu and to run special routines such as Re-Score all events. The Run the Meet screen has four windows. Each window can be resized by dragging one of the three divider bars.

1. Event List Window

- The Event List window is the upper left window of the Run the Meet screen and displays a set of events.
- This list defaults to being the entire event list in numerical order.
- If a session is selected, the list will contain the events setup for the session from Events / Sessions. The session order does not have to be in numerical order.
- To select a session, click the Sessions button or press F7.
- The event round is shown in the Rnd column.
- The number of heats for each event is shown in the last column.
- As results are entered, the status for each event is updated. The status can be Un-Seeded, Seeded, Done, or Scored.

2. Records Window

- The Records window is the upper right window of the Run the Meet screen and displays all records for the selected event.
- If a result time is entered for a heat that is faster than a record in the list, the record is highlighted in turquoise.

3. Team Scores Window

- The Team Scores window is the window below the Records window of the Run the Meet screen and displays the team scores.
- The team scores window is automatically updated whenever an event is scored from the Run the Meet Menu.
- This window can display three sets of scores: Combined, Male, and Female.
- The team scores will be the total of the scores up to and including the current event selected in the Run the Meet Menu.
- At the top of the Run the Meet screen, you can click "*Preferences*" then "*Team Scores*" to set your preferences for which team scores to show.

4. Heat Window

- The Heat window is at the bottom of the Run the Meet screen.
 - Results are entered in the Finals Time column.
 - DQ codes can be entered in the DQcode column. Press Ctrl-Q to show/hide the DQ codes column.
 - If using an electronic timing system, the times, backup times, and reaction times can be imported by clicking the Get Times button or pressing F3.
- Run the Meet Menu Bar - at the top of the Run the Meet screen you will find a

Menu Bar which allows you to go to other menus such as the Events, Athletes, Relays and Seeding screens and to run special routines such as Re-Score all events.

- Run Menu Shortcut Keys - the following keyboard Function keys may be used instead of the mouse for navigation and functional purposes in the Run the Meet screen.

- F1 Help
- F2 Use Race # from Timer
- F3 Get Times from Timer
- F4 Previous heat
- F5 Next heat
- F6 Place results column in edit mode
- F7 Session selection
- F8 Adjust heats
- F9 Splits edit
- F11 Export the results of the current Heat to the Web
- F12 Export the results of the current Event to the Web

- Ctrl-F4 Previous event
- Ctrl-F5 Next event
- Ctrl-F6 Place backup times in edit mode
- Ctrl-F7 Scratch a lane
- Ctrl-F8 Insert athlete into open lane using competitor #'s
- Ctrl-F10 Export Start List for selected heat to Generic Scoreboard
- Ctrl-F11 Export Results for selected heat to Generic Scoreboard

- Ctrl-A Awards button
- Ctrl-B Show / Hide Backup times
- Ctrl-D Refresh Screen from Database in Pro Network
- Ctrl-F Version
- Ctrl-F Flush and print any remaining award labels in the queue

- Ctrl-H Add Empty Heat
- Ctrl-J Judges decision menu
- Ctrl-K Show Backup Adjustment calculator
- Ctrl-L Compute placings and List results report
- Ctrl-P Restore the Pad Times originally stored from a timer
- Ctrl-Q Show / Hide DQ Codes
- Ctrl-R Relay names
- Ctrl-S Compute team Scores and list results
- Ctrl-T Show / Hide Reaction Times
- Ctrl-U Enter results by competitor and time for an

Unseeded Event

- Alt-F4 Close report or menu
- Alt-A Open Athlete Menu
- Alt-B Combine Event Results
- Alt-C Close Menu
- Alt-E Open Events Menu
- Alt-H Open Help
- Alt-I Open Interfaces Menu
- Alt-L Open Labels Menu
- Alt-O Re-score all events
- Alt-P Open Run Menu Results and Awards Preferences
- Menus
- Alt-R Open Reports Menu
- Alt-S Open Seeding Menu
- Alt-W Open Web Real Time Menu

23. EXPORTING MEET RESULTS

- After your meet has been completed, the teams who participated will want to get their meet results electronically so that they can import them into their Hy-Tek Team Manager database.
- You might also want to Export all of the Meet Results to make it available on a Web Site or to e-mail it to Teams. The result of this Export will be a standard Hy-Tek Zipped Results File that can be imported directly into Team Manager.
- From the Main Menu Bar click on “File” then “Export” and then “Results for TEAM MANAGER or SWIMS”.
- MM will display the Export Results screen for you to Customize and/or filter the Results as follows:

Export Results

Selection Criteria

Team : RIC-FS

LSC :

Region :

Gender

☒ Both

☐ Male Only

☐ Female Only

Events

☒ Standard Events

☐ Time Trial Events

☒ Swim-off Events

☐ Use Alternate Team Abbr

☐ Only Include Athletes with a USS ID

Relays

☒ Relays Plus Athletes

☐ Relays Without Athletes

☐ No Relays

☒ Include Splits

☐ Semi-Final Results Only

☐ Copy last .hy3 and .cl2 file

☐ Exclude Foreigners

☐ Exclude Birth Dates

☐ Exclude Diving

☐ Exclude Bonus Events

OK **Cancel**

- You have the option of sending the complete results or they can be filtered to an individual club or region.